

**LAS VIRGENES – MALIBU COUNCIL OF GOVERNMENTS
GOVERNING BOARD MEETING**

Tuesday, June 15, 2021, 8:30 AM

MEETING INFORMATION AND ACCOMMODATION

Pursuant to the Governor’s Executive Orders, which waived certain Brown Act meeting requirements, including any requirements to make a physical meeting location available to the public; and, most recently, the March 19, 2020 Executive Order, which ordered all residents to stay at home. As such, the Las Virgenes-Malibu Council of Governments will provide Members of the Public the opportunity to view and participate in the meeting remotely using Zoom via this link:

<https://us02web.zoom.us/j/86134234000?pwd=eG1yWVRYTJLQXJTS3BSR2UwYUFHdz09>

Meeting ID: 861 3423 4000 • Passcode: 788897

A public agenda packet is available on the COG’s website lvmcog.org. Members of the Public who wish to comment on matters before the Governing Board have two options: 1. Make comments limited to three minutes during the Public Comment Period, or 2. Submit an email with their written comments limited to 1,000 characters to terry@lvmcog.org no later than 12:00 p.m. on Monday, June 14, 2021. The email address will remain open during the meeting for providing public comment during the meeting. Emails received during the meeting will be read out loud at the appropriate time during the meeting provided they are received before the Board takes action on an item (or can be read during general public comment). For any questions regarding the virtual meeting, please contact terry@lvmcog.org.

AGENDA

1. CALL TO ORDER

Roll Call of Governing Board Members:

Kelly Honig, Westlake Village, President
Karen Farrer, Malibu, Vice President
Stuart Siegel, Hidden Hills
Denis Weber, Agoura Hills
Alicia Weintraub, Calabasas

2. APPROVAL OF THE AGENDA

3. PUBLIC COMMENT PERIOD

Public comments are limited to three minutes per speaker. Pursuant to California Government Code Section 54954.2, the Governing Board is prohibited from discussing or taking immediate action on any item not on the agenda unless it can be demonstrated that the item is of an emergency nature, or the need to take action arose subsequent to the posting of the agenda.

4. CONSENT CALENDAR

Consent Calendar items will be approved in one motion unless removed for separate discussion or action.

A. May 18, 2021 Draft Meeting Notes – Attachment (page 4-6)

B. June 2021 Financial Statement – Attachment (page 7-9)

Recommended Action: Approve Consent Calendar

5. INFORMATION ITEMS

A. Assemblymember Jesse Gabriel will provide a legislative update.

B. Executive Director’s Report – Attachment (page 10-12)

C. Home Ignition Zone Evaluation. Antoine Kunsch will make the presentation on behalf of the Resource Conservation District of the Santa Monica Mountains.

D. Reports from Member Cities on COVID-19

- Agoura Hills, Calabasas, Hidden Hills, Malibu, and Westlake Village

6. PUBLIC SAFETY, LEGISLATIVE AND AGENCY PARTNER UPDATES

A. Los Angeles County Sheriff’s Department

B. Los Angeles County Fire Department

C. Cal Cities

D. Updates from Legislative Staff and Agency Partners (page)

7. ACTION ITEMS

A. Request for State Budget Allocation for Stormwater Project Planning – Attachment (page 13-15)

Recommended Action: Support a request to Senator Henry Stern to seek a one-time state budget allocation of \$3.6 million to the Las Virgenes-Malibu Council of Governments for the development of detailed stormwater project planning and analysis studies by its five member cities over a five-year period.

B. Contract with Los Angeles County for 6-month Homeless Grant – Attachment (page 16-24)

Recommended Action: Authorize the Executive Director to sign the 6-month Los Angeles Homeless Grant Contract.

8. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

Government Code Section 54957.6

Agency Negotiator: Council of Governments President

Unrepresented Employee: Executive Director

Public Employee Performance Evaluation Gov. Code §54957

Title: Executive Director

9. Proposed Annual Budget for Fiscal Year 2021/2022 –

Attachment (page 25-30)

Recommended Action: Approve the budget with any changes that may be necessary.

10. GENERAL COMMENTS AND REQUEST FOR FUTURE AGENDA ITEMS

11. FUTURE MEETING DATES

Technical Advisory Committee Meeting: Wednesday, July 7th at 8:30 AM

Governing Board Meeting: Tuesday, July 20th at 8:30 AM

12. ADJOURNMENT

**Draft Meeting Notes
Governing Board Meeting
VIRTUAL MEETING - VARIOUS LOCATIONS
May 18, 2021**

The Governing Board conducted the virtual meeting, via Zoom, and in accordance with California Governor Newsom's Executive Orders N-20-20 and N-35-20 and COVID-19 pandemic protocols.

1 – Call to Order: Vice President Kelly Honig called the meeting to order at 8:31 AM.

Roll Call of Governing Board members present:

Kelly Honig, Westlake Village, President
Karen Farrer, Malibu, Vice President
Stuart Siegel, Hidden Hills
Denis Weber, Agoura Hills
Alicia Weintraub, Calabasas

The following non-voting city elected officials participated in the meeting:

Ned Davis, Councilmember, Westlake Village
Laura McCorkindale, Mayor Pro Tem, Hidden Hills
Mikke Pierson, Councilmember, Malibu

2 – Approval of Agenda:

ACTION: Alicia Weintraub moved to approve the Agenda. Vice President Farrer seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Honig, Vice President Farrer and Governing Board members Siegel, Weber and Weintraub.

NOES: None.

ABSENT: None.

3 – Public Comment Period: None

4 – Consent Calendar: 4.A Meeting Notes from April 20, 2021; 4.B May 2021 Financial Statement.

ACTION: Denis Weber moved to approve the Consent Calendar. Stuart Siegel seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Honig, Vice President Farrer and Governing Board members Siegel, Weber and Weintraub.

NOES: None.
ABSENT: None.

5.A. – Assemblymember Jacqui Irwin provided a legislative update and answered questions. No action was taken by the Governing Board.

5.B – Executive Director’s Report: The Executive Director highlighted his report. No action was taken by the Governing Board.

5.C – Draft 2022 Cities’ and COGs’ Homeless Funding Framework. The Executive Director provided an overview of the County’s Homeless Funding Framework and stated it would be reviewed and discussed by the COG’s Homeless Working Group and a recommendation will be presented to the TAC and Governing Board.

5.D – Reports from Member Cities on COVID-19: City Managers and Governing Board commented on COVID-19-related issues in their respective cities. No action was taken by the Governing Board.

6.A – State Legislation: The Executive Director presented a summary of previous legislation that was discussed at the April 2021 COG meeting and any action that was subsequently taken by member cities to support or oppose any of these bills. Following the presentation, President Honig asked the Governing Board if their respective cities had taken a position on any of the bills.

ACTION: Alicia Weintraub moved to send letters of opposition to SB 10 (Weiner) and SB 278 (Levy). Vice President Farrer seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Honig, Vice President Farrer and Governing Board members Siegel, Weber and Weintraub.

NOES: None.
ABSENT: None.

6.B – Contract Extension for Homeless Outreach Coordinator. The Executive Director presented an overview of the contract extension.

ACTION: President Honig moved to approve the Contract Extension for the Homeless Outreach Coordinator. Alicia Weintraub seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Honig, Vice President Farrer and Governing Board members Siegel, Weber and Weintraub.

NOES: None.
ABSENT: None.

6.C – Las Virgenes-Malibu Council of Governments Representative to Los Angeles County Division, League of California Cities. The Executive Director provided background on the matter.

ACTION: President Honig moved to appoint Laura McCorkindale as the COG representative to the to the Board of the Los Angeles County Division, League of California Cities. Vice President Farrer seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Honig, Vice President Farrer and Governing Board members Siegel, Weber and Weintraub.

NOES: None.

ABSENT: None.

7.A – Los Angeles County Sheriff’s Department: Captain Becerra provided an update from the Lost Hills/Malibu Station.

7.B – Los Angeles County Fire Department: Chief Smith provided an update.

7.C – Cal Cities: Jeff Kiernan provided an update from Cal Cities.

7.D – Updates from Area Legislators and Agencies. Tessa Charnofsky provided an update from Supervisor Kuehl and Jeremy Wolf provided an update from Senator Stern. The SCAG update was included in the agenda material.

8. – Comments and Request for Future Agenda Items: None

9. – Future Meeting Dates: President Honig noted the next meeting dates for the Technical Advisory Committee and Governing Board.

10. – Adjournment: President Honig asked for a motion to adjourn the meeting at 9:57 AM.

ACTION: Dennis Weber moved to adjourn the meeting. Alicia Weintraub seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Honig, Vice President Farrer and Governing Board members Siegel, Weber and Weintraub

NOES: None.

ABSENT: None

Respectfully submitted,

Terry Dipple
Executive Director

Governing Board Agenda Report

DATE: June 15, 2021
TO: Governing Board and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: Executive Director's Report

OVERVIEW

The purpose of this memorandum is to update the Governing Board on the status of COG projects and other items of interest.

COG's Highway Working Group Discussing Measure M 8th Year Allocation – The COG's Highway Working Group held its second meeting with Metro on May 24th to discuss Measure M 8th Year funding and projects. The COG's 8th year allocation is \$13,089,543 (\$2,502,521 for Active Transportation and \$10,587,022 for Highway). COG/cities will submit any new projects to Metro in June 2021 for informal eligibility review. Metro will work with the COG/cities over the summer to finalize the project list that will be presented to the TAC and Governing Board in September or October, depending on project feedback and eligibility issues.

COG Homeless Working Group – The COG's Homeless Working Group held a meeting on June 3rd to review the Los Angeles County Draft 2022 Cities' and COGs' Homelessness Funding Framework (January 2022 - June 2023). I will be working with the Homeless Working Group and County HI Team on the final language that will then be brought back to the TAC and Governing Board. The County HI Team is made a presentation to the COG Executive Directors on June 2nd and I expect negotiations with the County HI Team on the six-month grant funding from July 1 – December 31, 2021 to be finalized by the end of June.

Legislative Action – As directed by the Governing Board at the May meeting, I resubmitted our letter opposing SB 9 into the legislative portal along with emailing copies to committee members in both houses. In addition, I submitted letters of opposition to SB 10 (Wiener) and SB 278 (Leyva) into the legislative portal. Those letters were also emailed to our local legislators and committee members in both houses.

Stormwater – I had discussions with Dave Pedersen, General Manager, Las Virgenes Water District and Jessica Forte, Public Work Director, Agoura Hills, regarding the 20-year estimate cost of implementing the Regional Board's MS4 permit Countywide. Madelyn Glickfeld who serves with Dave and Jessica on the NSMB Watershed Area Steering Committee for the County's Safe, Clean Water Program (Measure W) worked with Jessica on a letter to Senator Stern requesting a one-time \$3.6 million allocation from

this year's State Budget to support the development of Detailed Stormwater Project Planning and Analysis Studies for all five cities within the COG and County unincorporated watersheds in the North Santa Monica Bay including Topanga and the Santa Monica Mountains Watersheds. This item is on the COG agenda requesting the Governing Board's support.

Infrastructure LA – Los Angeles County, Department of Public Works has begun sending out weekly installments of their new initiative, Infrastructure LA. DPW is attempting to create a regional coalition around infrastructure. The goal is to highlight the aging wastewater infrastructure in an attempt to gain federal funding to modernize and refurbish pumping stations and treatment plants, repair or replace cracked pipes that have reached the end of their service life, and to transform wastewater to meet new needs. Funding for clean water has failed to keep up with inflation and the demands associated with population growth. The American Jobs plan proposes investing \$111 billion to upgrade the country's drinking water, stormwater, and wastewater systems. These investments will achieve an incalculable return-in-investment in the form of protection of the environment and improved public health while also being a catalyst for a robust economy.

CalFire Fire Prevention Grant Program – I discussed the Cal Fire grant opportunity with several city managers and looked into the possibility of submitting a grant application on behalf of the COG. Upon investigation and discussions with CalFire, the Fire Prevention Grants Program funds could only be used for three types of activities: hazardous fuels reduction, fire prevention planning, and fire prevention education. After discussing the projects with CalFire that were proposed by the city managers and city representatives, such as EOC construction, utility undergrounding and microgrid feasibility studies, it was determined these projects were not eligible for grant funds. I was also faced with a three-day turnaround to get the grant application, scope of work and budget submitted by the deadline. Therefore, the grant application was not submitted this year.

Evacuation Plan – County OEM is currently reassessing their approach on this project as they have come across a vendor that specializes in development of evacuation zones, particularly for wildland fires. According to OEM, they did not come across them in their earlier research, but is now looking at the services and process, which looks to be right in line with what OEM has been working on and considering developing across the full county. OEM reports the two main benefits would be the specialization this vendor has on the GIS/mapping/zone development side, as well as their increased bandwidth for local stakeholder input gathering. OEM is currently assessing the exact services, costs, and available funding options. I will continue to keep you updated on this process.

Los Angeles County-wide COG General Assembly – I am continuing to work on the general assembly for all city councilmembers in the county later this summer. I am attempting to get the governor as the featured speaker. The idea being, all of the COGs, together, could be a collective voice on urging the governor to work with the cities on issues such as local control and affordable housing instead of pushing the mandates

through the legislature. In addition, we want to address homelessness and other issues of interest to all of the COGs and cities. This is a work-in-progress and I will keep you updated.

COG's Homeless Outreach Coordinator – Gabriel continues to provide weekly updates on his assistance to people experiencing homelessness in the region.

Metro's I-405 Comprehensive Multimodal Corridor Plan Advisory Committee – I was invited by Metro to serve on the Comprehensive Multimodal Corridor Plan Advisory Committee that recently held its first meeting. Metro has initiated the I-405 Comprehensive Multimodal Corridor Plan (CMCP) to address the tremendous transportation demands in and around the corridor that experiences the worst congestion in the state. The intent of the CMCP is to develop a robust and efficient multimodal network that expands mobility opportunities, reduces disparities and supports greater sustainability with an emphasis on equity and accessibility for those who live, work and travel along the corridor. The California Transportation Commission (CTC) administers the Senate Bill 1 Solutions for Congested Corridors Program (SCCP), which provides \$250M annually statewide for transformational projects that offer improvements for and alternatives to congested corridors. Adoption of the I-405 CMCP will enable LA Metro to position the I-405 Corridor for potential grant funding from the CTC's SCCP as early as Cycle3 (2022) and allow the agency to pursue funding in other competitive programs to secure investment for priority corridor projects. I will provide updates to the Governing Board as the project moves forward.

Redistricting – Letters were sent to the California Redistricting Commission and the Los Angeles County Citizens Redistricting Commission. The executive director of the County commission stated the COG's letter would be posted as part of the public comment for the May 26th meeting.

Governing Board Agenda Report

DATE: June 15, 2021
TO: Governing Board and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: Request for State Budget Allocation for Stormwater Project Planning

OVERVIEW

The purpose of this memorandum is to provide the Governing Board with information related to a request to send a letter to Senator Stern supporting a State Budget allocation for stormwater project planning.

BACKGROUND

Dave Pedersen, General Manager, Las Virgenes Water District, followed up with me pertaining to discussions we had with Jessica Forte, Public Work Director, Agoura Hills, regarding the 20-year estimate cost of implementing the Regional Board's MS4 permit Countywide. Madelyn Glickfeld who serves with Dave and Jessica on the NSMB Watershed Area Steering Committee for the County's Safe, Clean Water Program (Measure W) worked with Jessica on a letter to Senator Stern requesting a one-time \$3.6 million allocation from this year's State Budget to support the development of Detailed Stormwater Project Planning and Analysis Studies for all five cities within the COG and County unincorporated watersheds in the North Santa Monica Bay including Topanga and the Santa Monica Mountains Watersheds.

Jessica drafted a letter to Senator Stern that was cosigned by Madelyn. The letter detailed the reasons for the one-time request for \$3.6 million. I revised the letter and it is attached for your review and approval.

RECOMMENDATION

That the Governing Board authorize the attached letter to Senator Stern requesting the \$3.6 million allocation from the FY 21/22 State Budget.

Attachment: Letter from the COG to Senator Stern

June 3, 2021

DRAFT

Mr. Jeremy Wolf
Office of State Senator Henry Stern
5016 Parkway Calabasas, UNIT 222,
Calabasas, CA 91302

Mr. Evan Goldberg
Office of State Senator Henry Stern
State Capitol, Room 5080
Sacramento, California

Dear Jeremy and Evan,

The Las Virgenes-Malibu Council of Governments (COG) prides itself on its environmental stewardship and supports the Regional Water Quality Control Board and its stakeholders in improving storm water quality. The COG cities have incorporated multiple structural Best Management Practices, performed public education, constructed restoration projects, and constantly strives to support the development of projects that reduce the total daily load of pollutants our creeks, rivers and the ocean.

The 20-year estimate cost of implementing the Regional Board's MS4 permit Countywide ranges from \$21.3 to \$31.4 billion. Annualized over those same 20 years the cost translates to a \$1 to \$1.6 billion investment per year. While the passing of the Countywide Measure W – Safe Clean Water Program was a step forward it only represents a fraction of the needed funding local municipalities need in order to comply with MS4 permit requirements.

To bring that issue a little closer to home, the North Santa Monica Bay Watershed Area is estimated to receive up to \$1.8 million annually to fund regional projects, compared to our Watersheds estimated 20-year annualized cost of Enhanced Water Management Plan (EWMP) implementation is \$10 million. The North Santa Monica Bay Watersheds are one of two of the lowest-funded sets of Watersheds in the LA County Safe and Clean Water Program.

The reasons for low funding are twofold. First, the allocation criteria give extra funds to Watersheds with disadvantaged households. This is a fair decision. Second, this lower distribution reduction to our Watersheds is compounded by the fact that all public lands are exempt from the stormwater fee. In the Santa Monica Mountains, that is the significant majority of the land. Third, the cities in this region have lower density and there are fewer parcels than more built up areas have. Fewer parcels and no fees on public lands generate inadequate stormwater fees to address this very large area. Yet, right now, the County and the cities are responsible for cleanup of the trash, nutrients and bacteria coming off parklands to creeks and rivers from the heavily used parks that are part of the National Recreation Area. Staffing and funding for State Parks and the Santa Monica Conservancy to address their own problems is completely inadequate.

This very low allocation of Safe and Clean Water funds leaves each of our cities with an annual multi-million-dollar funding gap. This is many times the available Safe and Clean Water funding. To provide an example, the City of Agoura Hills is responsible for 42% of the total Capital Investment of the EWMP or \$85 million. This is the level of funding that Agoura Hills needs to meet the water quality standards in the MS-4 permit by the deadlines in the permit.

The other available funding sources are small relative to the requirement. During the Covid-19 crisis, cities have seen a significant decline in general fund revenues. This has required some serious and painful budget, staffing, and service cuts. Our cities across the COG Region and frankly the entire state are facing similar significant challenges.

The Legislature is now considering the allocation of the State Budget surplus for FY 21/22. We ask that you add a one-time \$3.6 million in this year's Budget to support the development of Detailed Stormwater Project Planning and Analysis Studies for all five cities within the COG and County unincorporated watersheds in the North Santa Monica Bay including Topanga and the Santa Monica Mountains Watersheds. These studies are essential to develop a project proposal grant for the Safe and Clean Water Program. Normally cities in other parts of the County have enough of their own Safe and Clean Water Funds to do these studies but the annual allocation of funds averages per city in our Watersheds is very small and is inadequate to develop these detailed studies.

We ask for a one-time State Budget allocation in the FY21-22 budget for \$3.6 million dollars for the development of Detailed Stormwater Project Planning and Analysis Studies by the cities and the County to support the development of Enhanced Watershed Management Projects (EWMP) already conceived and incorporated into the 2012 MS-4 Permit. We suggest that these funds be directed to the COG for distribution to the cities and the county in the North Santa Monica Bay Watershed over five years to do these studies. This funding level would allow each city and the County the ability to fund two technical studies in the North Santa Monica Bay over a 5-year horizon. The basis of this request is as follows:

1. The Detailed Planning and Analysis Studies include preliminary engineering tasks like survey, geotechnical studies, percolation studies, soil studies, and water quality analysis, and can be quite expensive. It also includes preliminary CEQA analysis.
2. Costs for these studies are typically in the \$300,000 range
3. Completion of these studies will allow municipalities and the County to seek Clean and Safe Water funding for final design and construction.
4. COG cities and the County do not have direct allocation of local or regional to do these essential studies. The Safe and Affordable Water Program direct funding to our cities and the County is small because of the small number of parcels and does not support these studies. Without the studies, we cannot build projects to meet our MS4 requirements.

We have another key request. It is essential that the State Budget provide more funding this year for State Parks and the Santa Monica Mountains Conservancy to fund the Best Management Practices identified in California Regional Water Quality Control Board – LA Region Order No. R4-2020-0112 passed in December 2020. This order requires state park entities to reduce trash coming from public parks and open space above our urban area. It would improve water quality in all receiving bodies. Any efforts the state may take to fund State Parks and Santa Monica Mountains Conservancy to meet this permit would have direct water quality improvements within our region. Our COG would strongly support additional funding in the FY 2021/2022 Budget for this purpose.

Thank you for your consideration and dedication to improving our most precious and crucial natural resource. We aim to be a good partner and look forward to enjoying the improvements this region can make over the coming years as funding becomes a reality.

Sincerely,

Kelly Honig

Governing Board Agenda Report

DATE: June 15, 2021
TO: Governing Board and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: Contract with Los Angeles County for 6-month Homeless Grant

OVERVIEW

The purpose of this memorandum is to provide the Governing Board with information related to the contract with Los Angeles County for 6-month Homeless Grant.

BACKGROUND

The LA County Homeless Initiative Team (HI Team) is working on the Draft 2022 Cities' and COGs' Homelessness Funding Framework, which will run from January 2022 through June 2023. However, the COG's current homeless grant contract expires June 30, 2021. Therefore, the County HI Team is preparing a 6-month contract for the extension of the grant funding. This grant funds the COG's homeless outreach coordinator. The County HI Team has not provided a final contract for review by the Governing Board, however, they have provided the attached draft Statement of Work that is an exhibit to the contract.

I am requesting that the Governing Board authorize me to sign the contract once it has been finalized by County Counsel in order to make sure the outreach coordinator position continues to be funded for the next six months. I will include the contract on the agenda for the July 2021 COG meeting.

RECOMMENDATION

That the Governing Board authorize the Executive Director to sign the 6-month contract with Los Angeles County to provide for continued funding for the COG's homeless outreach coordinator.

STATEMENT OF WORK
Las Virgenes-Malibu Council of Government

Section I. Overview

Las Virgenes-Malibu Council of Government (LVMCOG) will provide regional homeless coordination services to regionally support Las Virgenes-Malibu COG's cities in their goal to prevent and combat homelessness.

On September 4, 2018, the County of Los Angeles Board of Supervisors (Board) approved the allocation of funding for regional homelessness coordination services at Council of Government level for coordination between cities in the Los Angeles Continuum of Care.

On November 12, 2019, the Board unanimously approved the framework described in the October 28, 2019 LA County Chief Executive Office – Homeless Initiative (CEO-HI) Board Memo and allocated \$6 million in Measure H funds to be routed through Council of Governments (COGs) to enable cities to support activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. In addition, the Board authorized the CEO-HI to execute and/or amend COG contracts to implement the Innovation Framework.

LVMCOG member cities include Agoura Hills, Calabasas, Hidden Hills, Malibu and Westlake Village. The LVMCOG Governing Board is comprised of elected officials from each of the LVMCOG's member cities and serves as the primary governing body taking actions to support endeavors aimed at maximizing the quality of life and productivity of the region.

This Statement of Work (SOW) is in three parts. The first details how the LVMCOG will ensure that coordination and communication through LVMCOG, its member cities and other partnering public-private agencies will build stronger relationships and increase awareness of homelessness services to cities, service providers, faith-based organizations and stakeholders as described below in Tasks 1 and 2. The LVMCOG will receive \$81,528 in Innovation Funds.

The second part is in response to the Novel Coronavirus (COVID-19) Pandemic. On March 31, 2020, the Board approved a motion delegating certain authorities to the CEO during declared states of emergency as related to the Novel COVID-19. On March 31, 2020, the CEO approved CEO-HI's request to accept State COVID-19 Emergency Homelessness Grand funding allocated to the County and to have delegated authority to amend existing agreements between the County and COGs to allocate the State funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness (PEH). The LVMCOG will receive \$5,105 for a three-month period, starting upon execution of this contract.

The third part will focus on the LVMCOG providing regional and outreach coordination

services to its member cities and other partnering public-private agencies to build stronger relationships and increase awareness of homelessness services to cities, service providers, faith-based organizations and stakeholders, and serve people experiencing homelessness as described below in Tasks 4, 5 and 6. The total amount for this part is up to \$45,000.

The maximum contract amount is not to exceed \$131,633.

Section II. Objective

The objective of the regional coordination of homeless services is to provide for better homelessness services coordination between the County, LVMCOG member cities, Regional Homeless Service Providers and others. The regional coordination will also support the County's Homeless Initiative strategies and programs to combat homelessness in the region, as directed by the LVMCOG Governing Board.

Section III. Tasks/Deliverables

Task 1: Coordination with Cities

The LVMCOG will retain one full time contractor (Regional Coordinator/Outreach Worker) who will provide regional service coordination and outreach services. Primary scope of duty will include, but not be limited to:

- A. Assist the COG Executive Director in convening meetings with the LVMCOG Homeless Working Group and provide periodic updates to the LVMCOG Technical Advisory Committee and Governing Board on homeless issues.

Target Outcome

- Meetings will be convened quarterly.
- Each meeting minutes to be submitted to County by each quarter.

- B. Assist the COG Executive Director in hosting training; preparing and disseminating information; and handling requests for information from the LVMCOG Governing Board, LVMCOG Technical Advisory Committee, County Homeless Initiative Team, homeless service providers and community members. This information will include, but not limited to, any updates sent by the County Homeless Initiative, Los Angeles Homeless Services Authority or local Coordinated Entry System providers.

LVMCOG will present information verbally as necessary to the Governing Board, Technical Advisory Committee and member cities regarding homelessness priorities, including rapid re-housing, permanent supportive housing, landlord incentives, rental subsidies, housing retention, additional shelters, and programs that preserve and promote affordable housing.

LVMCOG will provide annual trainings to select LVMCOG city staff including, but not limited to law enforcement, first responders, parks and recreation, libraries, public safety, social services, and planning. Some of the training topics will include, but are not limited to, Coordinated Entry System, Outreach and Engagement, Housing Location, L.A HOP, Cultures of Homelessness, Mental Illness and Homelessness, Trauma Informed, Resources and 211.

Target Outcomes

- City departments will have a greater understanding of the work being done in the COG and how to submit referrals into the Coordinated Entry System. Surveys will be administered at trainings. All partners (including community members, city council representatives, and other non-profit providers) in the community will have a greater understanding of the coordinated entry system. Provide at least four training presentations on topics of interest to cities.
- Trainings and meeting will be measured by sign-in sheets and surveys. Copies to be provided to County.

C. LVMCOG will obtain its member cities' input about County's Homeless Initiative strategies, programs and Measure H implementation and the County's approved strategies and share with the County.

Target Outcome

- COG's recommendations on County's effort in addressing homelessness will be submitted annually to County.

D. Assist the LVMCOG Executive Director in facilitating regional advocacy: review key legislations related to homelessness, make recommendations and disseminate recommendations to member cities.

Target Outcomes

- Cities will have a greater understanding of the homeless related legislations.
- Recommendations to other cities on homelessness legislation will review by County prior to dissemination to member cities.
- Legislative activities will be measured by policy white papers developed by the COG at least once a year. Policy white papers to be submitted to County by April 1, 2021.

- E. With guidance from the COG Executive Director, plan and coordinate collaborative projects and activities related to the Homeless Programs.

Target Outcomes

- Identify and maintain database of Service Planning Area stakeholders in homeless services and their policies on a quarterly basis.
- Update the Homeless Issues Guide to support cities in assisting homeless individuals and addressing various community impacts related to homelessness on a quarterly basis.
- Development of the referral process into the Coordinated Entry System will be completed by June 2020
- Development of referral process to the COG Regional Coordination/Outreach contractor will be completed by June 2020
- Serve as liaison between LVMCOG, County, and the business and interfaith groups located in the five-member cities, as directed by the Governing Board.

- F. LVMCOG will facilitate collaboration between Los Angeles County, COG Cities and Communities to work together to combat and prevent homelessness in the Las Virgenes-Malibu Region.

- LVMCOG will work with cities, non-profit service providers, other community organizations, congregations, and members of the public to ensure the effective coordination of homeless services within the continuum of care, consistent with policies adopted by the cities.
- LVMCOG will attend monthly local stakeholder coalition meetings to ensure there is effective collaboration across the entire region.

Target Outcomes

Collaboration among partners is increased based on the feedback gathered at quarterly partner meetings. This will be measured by two surveys during contract year with community leaders, cities, county department staff, LAHSA staff and faith-based leadership. Surveys will be administered in June 2020 and February 2021. Copies and final report on survey to be submitted to County prior to contract expiration.

Task 2: Outreach

- A. Contracted Regional Coordinator/Outreach Worker (Coordinator) will work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received while performing outreach duties.

- The Coordinator will provide linkages to resources available for the homeless population. Provide referrals to any needed services including health, mental health, education, employment, vocational training. Serve as an advocate or liaison to other organizations as needed.
- The Coordinator will represent the COG at community meetings.

- The Coordinator will participate in Coordinated Entry System and regional case conferencing meetings.

Target Outcomes:

Coordinator will:

- Serve at least 12 homeless clients per month.
- Attend at least 12 local and regional meetings during the contract term.
- Participate in the monthly CES and Case Conferencing meetings.

Task 3: COVID-19 Response

A. In order to mitigate the spread of COVID-19 among PEH and all residents of the Los Angeles County, the County has allocated a portion of State Emergency Funds to assist COGs and cities. State Emergency Funds must be encumbered by COGs and cities before June 30, 2020, otherwise the funding will no longer be available for use. State funds are to be encumbered through sub-contract or purchase order for hygiene needs no later than June 30, 2020. Expenditures can take place after June 30th, but as stated in this SOW, the Contractor shall expend all State funding within three months of contract execution.

Target Outcomes:

Funding is available immediately to COGs for the following components:

- Portable handwashing stations;
- Deployment of portable toilets;
- Utilization of existing facilities to provide access to hygiene opportunities for PEH; and/or
- Provision of incentives to private businesses within cities to allow PEH to utilize hygiene facilities.

Task 4: Homelessness Resource Web Page

Submit a table of contents for the Homelessness Resource web page which outlines the type of information that will be included in the web page. The table of contents to be submitted to County within 30 days of contract execution.

Key Activities	Performance Metrics	Deliverable
1. Develop a table of contents for the Homeless Resource web page	Table of contents	Completed table of contents within 30 days of contract execution

Task 5: Regional Coordination

The LVMCOG will retain one full time contractor (Regional Coordinator/Outreach Worker) who will provide regional service coordination and outreach services. The Coordinator will serve as liaison between LVMCOG, County, and the business and interfaith groups located in the five-member cities, as directed by the Governing Board. The Coordinator will support the LVMCOG Executive Director to facilitate collaboration between Los

Angeles County, COG Cities and Communities to work together to combat and prevent homelessness in the Las Virgenes-Malibu Region. The desired outcome is for the cities to have a greater understanding County’s homeless system, COG’s homeless-related efforts, homeless-related legislations; enhance multi-jurisdictional coordination; and, how to submit referrals into the Coordinated Entry System. Primary scope of duty will include, but not be limited to, the below activities.

Key Activities	Performance Metrics	Deliverable
2. Assist the COG Executive Director in convening meetings with the LVMCOG Homeless Working Group and provide periodic updates to the LVMCOG Technical Advisory Committee and Governing Board on homeless issues.	Number of meetings Meeting minutes	Quarterly meetings and minutes Narrative to be included in the progress report
3. Assist the COG Executive Director in hosting training with the member cities and community	Number of training Attendance	At least one training per quarter Narrative to be included in the progress report
4. Assist the COG Executive Director in preparing and disseminating information to the member cities	Not applicable	Narrative to be included in the progress report
5. Assist the COG Executive Director to obtain its member cities’ input about (1) County’s Homeless Initiative strategies, programs and Measure H implementation and the County’s approved strategies and share with the County, and (2) how cities can address homelessness	Recommendations	At least one set of recommendations during the contract term
6. Coordinate development and maintenance of web page of homeless partners and resources	Content Maintenance	Web page is developed and live by September 2021. Web page is updated on a quarterly basis

Task 6: Outreach

Contracted Regional Coordinator/Outreach Worker (Coordinator) will work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received while performing outreach duties.

Key Activities	Performance Metrics	Deliverable
1. Provide linkages and referrals to any needed services including health, mental health, education, employment, vocational training. Serve as an advocate or liaison to other organizations as needed.	Number of clients served Number of referrals	At least 12 homeless clients per month At least 12 of referrals per month
2. Participate in Coordinated Entry System and regional case conferencing meetings.	Number of meetings	At least one meeting per month

DELIVERABLES: LVMCOG shall provide quarterly reports and invoices, describing progress made on items in Tasks 1, 2, 3, 4, 5 and 6 listed above. Digital copies of meeting minutes, materials distributed, etc must be provided with monthly reports. A final report

will be due to the County prior to contract expiration describing how each item of all Tasks were completed.

All reports and invoices shall be submitted to the County Chief Executive Office – Homeless Initiative at the following email addresses:

Ashlee Oh, Principle Analyst
aoh@ceo.lacounty.gov
and copy
hiadmin@ceo.lacounty.gov

Maximum Contract Amount Not to Exceed: \$131,633

Up to \$81,528 of the total Contract budget is to be paid by County of Los Angeles Innovation Funds for LVMCOG operation costs including personnel as well as non-personnel expenses such as office lease, grant writing, equipment, training, and education materials.

In response to the Novel Coronavirus (COVID-19) Pandemic, ~ \$5,105 in State Emergency Funds will be allocated to LVMCOG to increase the availability of hygiene facilities for people experiencing homelessness. State Emergency Funds must be encumbered by COGs and cities before June 30, 2020, otherwise the funding will no longer be available for use. State funds are to be encumbered through sub-contract or purchase order for hygiene needs no later than June 30, 2020. Expenditures can take place after June ~ but as stated in this SOW, the Contractor shall expend all State funding within three months of contract execution.

Up to \$45,000 of the total contract budget is to be paid by County of Los Angeles for LVMCOG operation costs including personnel as well as non-personnel expenses such as office lease, grant writing, equipment, training, and education materials for Regional Coordination activities.

wat

When the Board approves future fiscal year funding allocations for Measure H, the contract may be amended to increase the contract budget.

When the Board approves future fiscal year funding allocations for Measure H, the contract may be amended to increase the contract budget.

Expenses				Budget
<i>PROGRAM STAFFING COSTS</i>				
Position	FTE/12 Months	Rate	Hours	Total
Regional Coordinator/ Outreach Worker (Tasks 1 and 2)	1.0 FTE	\$30/hr	2614	\$78,420
Regional Coordinator/ Outreach Worker (Tasks 5 and 6)	1.0 FTE	\$5,000/month	6 months	\$30,000
STAFFING COST TOTAL				\$108,420
<i>PROGRAM OPERATION EXPENSES</i>				
Meeting Expenses				\$3,108
Submission of Homeless Resource Web Page table of contents (Task 4)				\$15,000
PROGRAM OPERATION EXPENSE TOTAL				\$18,108
<i>STATE EMERGENCY FUNDS</i>				
COVID-19 Response (Three-month period)				\$5,105
GRAND TOTAL				\$131,633

*Changes within line items and/or categories require written authorization from the County Project Manager. Written authorization may be defined to include letter, email, and fax. A contract amendment is not required for changes within line items and/or categories, not to exceed the maximum contract amount.

Memorandum

DATE: June 15, 2021
TO: Governing Board Delegates and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: Proposed Annual Budget for Fiscal Year 2021/2022

OVERVIEW

I am pleased to present the proposed annual budget for Fiscal Year 2021-2022 to the Governing Board of the Las Virgenes-Malibu Council of Governments (COG). The budget provides detailed information about anticipated revenues and planned expenditures for the upcoming fiscal year and demonstrates how available resources are allocated based on the Governing Board's priorities and objectives, which serve as the guiding principles. The budget was developed using conservative estimates and account information provided by the City of Agoura Hills Finance Department, which acts as the COG Treasurer. The proposed Fiscal Year 2021/2022 budget is attached, as Exhibit A.

RECOMMENDATION

The Technical Advisory Committee reviewed the proposed annual budget for Fiscal Year 2021/2022 at the June 2021 meeting. No action was taken due to potential dues increase.

SUMMARY OF FISCAL YEAR 2021/2022 REVENUES

Fiscal Year 2021/2022 Revenue: \$348,720

- | | |
|---|---------|
| • Member Dues | 125,000 |
| • County Grant for Outreach Coordinator | 63,000 |
| • COG/Metro MOU for Board Deputy | 103,470 |
| • Metro Meas. M Planning Reimbursement | 57,250 |

Over the past several years, COG reserves have been reduced as the dues has stayed at \$20,000 over the last ten-plus years, while salaries and expenses have increased. The Proposed Annual Budget for Fiscal Year 2021/2022 proposes a \$5,000 member dues increase, to maintain a balanced budget. Additional revenue includes: \$63,000 from Los Angeles County for the COG's homeless outreach coordinator, \$103,470 for COG/Metro annual MOU for Maureen Micheline who serves as Deputy to Ara Najarian, Metro Board. The MOU provides a 3% administrative fee for the COG. \$57,250 from Los Angeles County Metropolitan Transportation Authority (Metro) for Measure M Subregional planning and programming. The 5-year allocation for planning and programming is

\$289,000 and the COG is estimated to receive \$57,250 a year over the remaining years of the Measure M 5-Year Plan. Los Angeles County homeless grant funds include \$63,000 for the COG's outreach coordinator.

SUMMARY OF FISCAL YEAR 2021/2022 EXPENSES

Fiscal Year 2021/2022 Expenses: \$316,665

Expenses in the Proposed Annual Budget for Fiscal Year 2021/2022 include the Executive Director, Homeless Outreach Coordinator, Metro Board Deputy, COG officers and directors' liability insurance and COG counsel. It should be noted that the Executive Director is requesting a salary adjustment that will be discussed with the Governing Board in Closed Session. The COG acts as a facilitator for payment to Ara Najarian's, Metro Board Deputy, Maureen Micheline. Under the current MOU, the COG receives \$103,469 and retains a 3% administrative fee. Maureen Micheline is paid \$100,365. This arrangement has been in place since January 1, 2015. No changes are anticipated for the Board Deputy/Consultant, unless there is a cost of living increase by the Metro. Additional minor expenses for Fiscal Year 2021/2022 include \$3,800 for the COG's liability insurance and \$2,500 for legal services.

BUDGET HIGHLIGHTS FROM Fiscal Year 2020/2021

This last year saw many accomplishments for the COG including:

Measure M 5-Year Project List Approved by Metro – The Governing Board approved the COG's Measure M 5-Year Project list in 2018. The project list contained \$57.9 million for projects in all five COG cities and the County. The goal of the COG's Measure R and M projects is to improve the operation and safety of the region's highways by reducing vehicular delays and improving the safety for both motorists and pedestrians. This 30-year program is funded with the Measure R and M sales tax approved by L. A. County voters in 2008 and 2016. Since 2008, the COG has received more than \$160 million for city and county projects and is expected to receive approximately \$300 million more over the 30-year life of Measure R and M.

Measure R Adjustments – The COG continues to work with the cities to make any Measure R adjustments to project allocations. The Measure R Adjustments are approved semi-annually by the COG and forwarded to Metro staff.

Elections and Appointments – The COG made the following appointments: Laura McCorkindale was appointed the COG representative to the Board of the Los Angeles County Division, League of California Cities.

Goals and Priorities – The Governing Board held a goals and priorities discussion at the July 2020 COG meeting. The Governing Board agreed to continue to focus on transportation funding, homeless and emergency preparedness. In addition, the Governing Board voted to include preparation of a regional evacuation plan and the possibility of retaining a Sacramento lobbyist and to focus more on state legislation. The Governing Board agreed to continue holding meetings with area legislators.

Stormwater/Measure W – The executive director participates in the North Santa Monica Bay Watershed Steering Committee meetings, which receives 50% of the funding allocation from Measure W – the county-wide Safe Clean Water measure. Forty percent of the funds collected go back to cities for local projects.

Homelessness – The COG’s outreach coordinator continues to work closely with the cities, County, public safety and nonprofit service providers to assist people experiencing homelessness. While the outreach coordinator’s efforts have been well received by the cities and have contributed to individuals receiving service and housing, it should be noted that not all individuals experiencing homelessness want assistance or services. The County Homeless Initiative is recommending that a new allocation of \$15 million in Measure H Strategy E7 funds be allocated to the Council of Governments to facilitate a regional approach in preventing and combatting homelessness in Los Angeles County. The term of the new funding will be for 18-months: January 1, 2022 through June 30, 2023. The COG will receive \$285,000, which is based on the 2020 homeless count for the cities.

Legislative and Agency Briefings – In keeping with the goals and priorities of the Governing Board, the COG held regular meetings with area legislators. Senator Stern and Assemblymembers Irwin and Gabriel joined the Governing Board in May and June to discuss the 2021 legislative session. The COG and TAC continue to receive monthly briefings from Jeff Kiernan, Cal Cities, Patrick Chandler, Metro Community Liaison, Tessa Charnofsky from Supervisor Kuehl’s office, Jeremy Wolf, district director for Senator Stern and the staff from Congressman Lieu’s office.

Los Angeles County COG Executive Directors – The executive director continues to meet regularly and participates in a monthly virtual meeting with the other Los Angeles County COG executive directors. These meetings and the working relationship between the executive directors has increased the individual and collective influence of all of the COGs.

Metro and Northern Cities Corridor – The executive director continues to participate in the NCC meetings, chaired by Ara Najarian, the COG’s representative on the Metro Board.

SCAG – Rachel Wagner, SCAG, regularly attends Governing Board and TAC meetings. In addition, the executive director continues to attend quarterly meetings with SCAG

executive director, Kome Ajise, and executive directors from the other COGs in the SCAG region.

COVID-19 Pandemic – Following the Stay At Home Order issued by Governor Newsom, the TAC and Governing Board meetings were held virtually. The city managers regularly shared their respective responses to the COVID-19 pandemic at the monthly TAC meetings. The city managers and Governing Board discussed opportunities for regional collaboration and identified needs from State and Federal assistance programs.

Public Safety – The Technical Advisory Committee and Governing Board continue to receive regular briefings from the Becerra, Lost Hills Station Commander and Chief Drew Smith, Los Angeles County Fire Department.

COG Website – The COG’s website continues to provide the latest information about COG meetings and projects. It should be noted that IT staff from the City of Calabasas assists in posting agendas and updating information on the website.

ESTIMATED FISCAL YEAR 2021/2022 REVENUE: \$348,720

Revenue in the Proposed Annual Budget for Fiscal Year 2021/2022 Budget proposes a \$5,000 annual member dues increase, to maintain a balanced budget. It should be noted that member dues have not increased in over ten years. Additional revenue includes: \$63,000 from Los Angeles County for the COG’s homeless outreach coordinator, \$103,470 for COG/Metro annual MOU for Maureen Micheline who serves as Deputy to Ara Najarian, Metro Board. The MOU provides a 3% administrative fee for the COG. \$57,250 from Los Angeles County Metropolitan Transportation Authority (Metro) for Measure M Subregional planning and programing. The 5-year allocation for planning and programming is \$289,000 and the COG is estimated to receive \$57,250 a year over the remaining years of the Measure M 5-Year Plan. Los Angeles County homeless grant funds include \$63,000 for the COG’s outreach coordinator.

ESTIMATED FISCAL YEAR 2021/2022 EXPENDITURES: \$316,665

Executive Director: The COG Executive Director current salary is \$147,000 and has not been increased since 2019. The Executive Director’s role continues to evolve as Metro, Los Angeles County and other regional and state agencies rely more and more on directing programs and funding through the COGs. The Executive Director implements the policies and directives of the Governing Board while managing and coordinating the programs and activities of the COG. The Executive Director is an independent contractor and does not receive benefits. He is not reimbursed for overhead costs and is responsible for normal business expenses.

Metro Board Consultant: The Metro Board Deputy/Consultant provides administrative assistance and support for Ara Najarian, who is the COG’s representative on the Metro Board of Directors. The Metro Board Deputy/Consultant is an independent contractor, not an employee of the COG. The Metro Board Consultant does not receive benefits, is not

reimbursed for overhead costs and is responsible for normal business expenses. The COG receives \$103,470 from Metro for Maureen Micheline, Board Deputy/Consultant. The COG retains a 3% administrative fee and the Metro Board Deputy/Consultant receives \$99,400.

Outreach Coordinator: Gabriel Graham was hired effective March 18, 2020 to serve as the COG's Homeless Outreach Coordinator. The one-year contract is for \$60,000. It is anticipated that additional grant funding will be available for this position.

Legal Counsel: The COG contracts with Laurence Wiener, Richard, Watson and Gershon, for legal services. Mr. Wiener has been the COG counsel since formation. The COG did not incur any legal expenses in FY 18/19. However, the COG has incurred legal expenses in FY 19/20 for preparation of consultant contract for homeless outreach coordinator, AB 5 amendment to executive director's contract and changes to the Bylaws and JPA agreement. The proposed Budget includes \$2,500 for legal services.

Insurance: The Budget includes \$3,700 for the COG's liability insurance for the Executive Director and Metro Board Consultant and errors and omissions insurance for the Governing Board and Technical Advisory Committee. The actual cost for insurance in Fiscal Year 2019/2020 was \$3,605. The insurance premium is obtained through Alvarado Pacific Insurance Services, a commercial broker.

Outstanding Obligation: The COG joined the California Joint Powers Insurance Authority in 2003 to obtain liability and errors and omissions insurance coverage. The initial membership increased from \$2,500 to almost \$11,000, in 2011. At that point, the Governing Board voted to withdraw from CJPIA and obtain insurance through a commercial broker. Although the COG incurred no claims with CJPIA, it remains financially responsible for its allocated share of pooled claims and claim-related expenses attributable to the coverage years in which the COG participated in the Authority's risk sharing programs. The COG's current retrospective deposit liability is estimated to be \$30,000, which is a result of large claims against other agencies that were in the same insurance pool. Several years ago, CJPIA indicated it would be requesting agencies with a retrospective deposit liability to pay off the balance in three annual installments. No payment has been requested.

**Las Virgenes-Malibu COG Proposed Annual Budget
Fiscal Year 2021/2022**

	FY 2020-21 <i>ESTIMATED</i>	FY 2021-22 <i>PROPOSED</i>
BEGINNING NET ASSETS AS OF JULY 1 ST ⁽¹⁾		
REVENUES		
Member Dues	100,000	125,000 ⁽²⁾
County Grant for Outreach Coordinator	60,000	63,000 ⁽³⁾
Metro for Board Deputy/Consultant	103,470	103,470 ⁽⁴⁾
Metro Meas. M Planning Reimbursement	57,250	57,250 ⁽⁵⁾
TOTAL REVENUES	320,720	348,720
TOTAL ASSETS AS OF JULY 1ST		
EXPENDITURES		
Executive Director	147,000	147,000 ⁽⁶⁾
Homeless Outreach Coordinator	60,000	63,000
Metro Board Deputy/Consultant	100,365	100,365 ⁽⁴⁾
Liability Insurance	3,700	3,800
COG Counsel	2,500	2,500
TOTAL EXPENDITURES	313,565	316,56
CHANGE TO FUND BALANCE		

Budget Notes

- 1) Based on Agoura Hills Finance Department financial accounting for the COG.
- 2) Proposed member dues increase from \$20,000 to \$25,000.
- 3) 5% increase for Outreach Coordinator that will be reimbursed from the County Homeless Grant. The COG will receive additional grant funds from the County that will be directed to Malibu.
- 4) COG/Metro annual MOU for Maureen Micheline who serves as Deputy to Ara Najarian, Metro Board. The MOU provides a 3% administrative fee for the COG.
- 5) Measure M Funding Agreement between Metro and the COG, which reimburses the COG for the executive director's annual planning activities related to the COG's Measure M project list. Metro allocated \$289,000 to the COG over the first 5 years for the Measure M Multi-Year Subregional Program and \$57,250 is allocated for 21/22.
- 6) The Executive Director is requesting a salary adjustment for FY 2021/2022.